

State Government Publications Depository Program Checklist for Submitting Publications

Physical formats.

-- Each state agency and political subdivision shall deposit with the division (i.e. State Library) copies of each state publication that it elects to publish in a physical format in the numbers specified by the state librarian. **UCA 9-7-207 (1) (b)**

-- Each state agency or political subdivision shall deposit with the division copies of audio and video publications or recordings issued by it in physical formats in the numbers specified by the state librarian for bibliographic listing and retention in the state library collection. **UCA 9-7-207 (3)**

Digital formats.

-- Each state agency and political subdivision publishing a digital version of a state publication shall deposit a digital copy with the division. **UCA 9-7-207 (1) (a)**

-- Each state agency or political subdivision shall deposit with the division a digital copy of each audio and video publication or recording issued by it for bibliographic listing and retention in the digital library. **UCA 9-7-207 (2)**

“State agency” means the state, an office, department, agency, authority, commission, board, institution, hospital, college, university, or other instrumentality of the state. **UCA 9-7-101(6)**

"Political subdivision" means a county, city, town, school district, public transit district, redevelopment agency, or special improvement or taxing district. **UCA 9-7-101(5)**

✓ **Publications required** [see **UCA 9-7-101 (7) (a)**]

All formats accepted: hard copy, audio-visual, computer file

Book	Ordinance
Compilation	Pamphlet
Directory	Periodical
Document	Proceeding
Contract or Grant report	Public memorandum
Hearing memorandum	Resolution
Journal	Rule
Law, Legislative bill	Report
Magazine	Statute
Map	Audio-visual material
Monograph, Register	Electronic publication
Order	Micrographic Form, Tape, or Disc

Issued or published by a state agency or political subdivision *for distribution*. ***If in doubt, send item to the State Library.***

For guidance on depositing Court publications, see Utah State Law Library draft [Memorandum](#) dated 26 June 2006.

✓ **Materials NOT to Send to the State Library**

Advertising; court records such as calendars, case files, decrees, dockets, judgments, minutes, orders, proceedings, rulings, and transcripts; correspondence and email; drafts of plans; fliers; grant proposals; internal confidential publications; minutes of meetings; office memoranda; posters; press releases; programs; registration forms; university press publications; or publications of the state historical society. [See **UCA 9-7-101 (7) (b)**]

✓ **Fill out the State Publications Reporting Form:**

http://library.utah.gov/government_information/state_publications/reporting_state_publications.htm

Hint: Each state agency should have a designated publications contact person who serves as a liaison to the State Library. The contact person or the publication author may fill out the form.

✓ **Quantity of publications to send to the State Library**

Documents *only* available in a physical format – 17 copies

Hard copy documents *also* available online – 3 copies [minimum]

Audio and video publications in physical formats – 3 copies

Digital publications (including audio/video) – 1 copy and supply its URL if on the Web

Delivery address:

Utah State Library
Attn: State Documents
250 N. 1950 W., Suite. A
Salt Lake City, UT 84116-7901

Contacts:

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